



Lean Waste Elimination and Cycle Time Reduction Training Course

25 – 29 April 2027
Accra

Lean Waste Elimination and Cycle Time Reduction Training Course

Ref: 1362_200607 **Date:** 25 – 29 April 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Lean Waste Elimination and Cycle Time Reduction Training Course is a one-week intermediate course for operations, quality, production, and improvement personnel who leave with a Lean Waste Elimination Action Plan. Participants identify the eight wastes, observe value streams, map processes, measure cycle time and takt time, analyze bottlenecks, improve flow, design standard work, apply visual management, investigate root causes, and plan Kaizen events. The course connects workplace evidence with tracked improvements. Agile Leaders Training Center presents Lean improvement through applied operational tools.

Who Should Attend

- Functions responsible for operational performance and process flow
- Teams responsible for production supervision and daily improvement
- Personnel responsible for quality, waste reduction, and root-cause analysis
- Cross-functional groups responsible for cycle-time and bottleneck improvement
- Functions responsible for standard work and visual management

The course assumes participants observe or manage work processes and leaves out Lean Six Sigma certification, statistical belt content, and enterprise quality-system design.

Departments and Industries

The course supports departments and industries that need to reduce non-value work, delay, and process variation.

- Manufacturing, assembly, maintenance, and production operations
- Healthcare, logistics, warehousing, and service delivery
- Quality, continuous improvement, and operational excellence functions
- Supply chain, customer operations, and administrative services
- Engineering, facilities, and cross-functional process teams

Learning Objectives

By the end of this course, participants will be able to:



- Apply an eight-waste observation checklist
- Build current-state and future-state value stream maps
- Analyze cycle time, takt time, flow, and bottlenecks
- Use standard work and visual management tools
- Diagnose root causes and prioritize Kaizen actions
- Build a Lean Waste Elimination Action Plan

Course Agenda

Day 1: Lean Waste Observation

- Customer Value and Non-Value Activity Matrix
- Eight-Waste DOWNTIME Assessment
- Gemba Observation Planning Sheet
- Process Boundary and Scope Canvas
- Waste Evidence Capture Log

Day 2: Value Stream and Time Analysis

- Current-State Value Stream Map
- Process Step and Information Flow Diagram
- Cycle-Time Measurement Sheet
- Takt-Time Calculation Method
- Waiting and Queue-Time Analysis Table

Day 3: Flow and Bottleneck Improvement

- Bottleneck Capacity Analysis Grid
- Flow Interruption Cause Map
- Pull and Work-in-Process Decision Guide
- Future-State Value Stream Design
- Improvement Opportunity Prioritization Matrix

Day 4: Standard Work and Kaizen Control

- Standardized Work Combination Table
- Standard Work Sequence Chart
- Visual Management Control Board
- Root-Cause Five Whys Worksheet
- Kaizen Event Charter and Tracker



Day 5: Lean Improvement Practice

- Exercise: Classify Waste from Gemba Evidence
- Exercise: Compare Cycle Time with Takt Time
- Exercise: Redesign Flow Around a Bottleneck
- Exercise: Facilitate a Kaizen Action Review
- Capstone Exercise: Lean Waste Elimination Action Plan

Practical Exercises

The course uses suggested activities from manufacturing, healthcare, logistics, and service processes.

- Suggested activity: observe a process and classify evidence against the eight wastes.
- Suggested activity: map material, information, waiting, and value-added time in a current state.
- Suggested activity: compare cycle time, takt time, capacity, and queue data to locate constraints.
- Suggested activity: build a Lean Waste Elimination Action Plan with owners, measures, visual controls, and review points.

FAQs

What is Lean waste elimination and cycle time reduction?

Lean waste elimination and cycle time reduction uses workplace observation, process and value-stream mapping, time data, flow analysis, standard work, and Kaizen actions to remove non-value activity and delay.

Who suits Lean waste elimination training, and what does it assume?

Lean waste elimination training suits operations, quality, production, and improvement personnel and assumes experience observing, supporting, or managing a work process.

How does Lean waste elimination training differ from Lean Six Sigma certification training?

Lean waste elimination training focuses on workplace flow, waste, cycle time, standard work, and Kaizen action, while Lean Six Sigma certification training includes a wider belt curriculum and statistical methods.

How does value stream mapping support cycle time reduction?

Value stream mapping supports cycle time reduction by displaying process steps, information flow, waiting, queues, value-added time, and improvement opportunities across the selected stream.

How should a Kaizen event convert findings into action?

A Kaizen event should define a scoped problem, gather process evidence, analyze causes, select actions, assign owners, set measures, and track implementation against an agreed future state.



Conclusion

The course connects waste observation, value-stream mapping, cycle-time and takt-time analysis, bottleneck improvement, standard work, visual management, root-cause analysis, and Kaizen. Participants take back a Lean Waste Elimination Action Plan with priorities, owners, measures, and tracking routines. The plan changes how teams identify delay, improve flow, and sustain operational gains.